

# The Washington State ARCHITECTS NEWS BULLETIN

A publication of the Washington  
State Board for Architects

August 2014

## What's new

### Discussion topics from the July board meeting

The board met at the Western Washington University campus in Bellingham. Holding meetings in locations around the state makes it easier for licensees to attend board meetings and obtain professional development hours (PDHs).

At the July board meeting, the board reviewed the latest updates to the *Guidelines for Building Officials and Design Professionals* [website](#) and discussed NCARB proposed changes to the Intern Development Program (IDP), the Broadly Experience Architect Program (BEA), and the Broadly Experience Foreign Architect Program (BEFA) – see more below.

Visit the board's [website](#) for more information about meeting dates and locations as well as past meeting minutes and audio recordings.

### Your board members:

Rick Benner, Chair – Sumas  
Roch Manley, Vice Chair – Vancouver  
Scott Harm, Secretary – Tacoma  
Neitha Wilkey, Member – Lakewood  
Blaine Weber, Member – Seattle  
Colin Jones, Member – Seattle  
Linda Szymarek, Public Member – Shelton

### 2014 Board Meeting Schedule

Meeting agendas and minutes are published  
on our [website](#) as they become available.  
All meetings are scheduled to start at 9 AM

September 19	Department of Licensing, Olympia
November 7	Washington State University, Pullman
2015 meeting dates will be set at the November meeting	

### Staff Project Improves Application Processing

By Julia Gambrel, Licensing Manager

Board staff processes applications and renewals for more than 10 different licensing programs and permits, including Architects. Employee absences, specialized knowledge (the “silo” effect), and lack of cross-training increased the time to input applications and issue licenses after approval of the file, and prompted customer complaints over the long wait times. The silo effect and lack of cross-training made it unclear what the similarities or differences between the processes for each license type were and left staff with uneven workloads.

During a recent process improvement workshop, board staff thoroughly mapped out one of the licensing processes and then looked at the differences with the other license types: it turned out there were not many. Staff took that information, looked at the time it takes to process one application, and determined by changing how we distribute the work we could save time and even out the workload.

By realizing that the process for each license type is almost identical, and deciding to distribute work by document type, versus license type, staff reduced application input time by 78% and reduced the time to issue a license by 88%!

We are very proud of our Licensing and Technical Assistance team for the hard work they did during this project: Jeanne Todd, Sabrina Jackson, and Troy Lincoln. They not only came up with great ideas for process changes, they worked as a team, and opened themselves up to learning new things and letting go of doing things the “way they have always been done.”

## News from NCARB

### **NCARB proposes changes to the Intern Development Program (IDP), Broadly Experienced Architect (BEA) program, and the Broadly Experienced Foreign Architect (BEFA) program**

NCARB is proposing changes to the Intern Development Program (IDP), the Broadly Experience Architect Program (BEA), and the Broadly Experience Foreign Architect Program (BEFA). Board members discussed the changes at length at their most recent board meeting and will be submitting feedback to NCARB. To find out more on the changes, visit NCARB’s [website](#).

## Complaints and disciplinary activity

The Washington State Board for Architects regulates the industry by investigating complaints of unprofessional conduct and incompetence against licensees, and issues of unlicensed practice. When a complaint is received by the board, an initial investigation is started to gather information about the situation, and usually involves contact with the subject of the complaint (the respondent).

### **Current Cases:**

Unlicensed practice	7
Unprofessional conduct	12
<b>Total open cases:</b>	<b>19</b>

A board member is assigned as a case manager and serves as the technical expert. The investigation process can be lengthy and the case has several possible outcomes. The case may be closed by the board with no further action if not enough evidence is found to support the complaint or the respondent quickly remedies the situation. For more serious issues, the board may issue a statement of charges against the respondent, with sanctions for each offense. The respondent has an opportunity for a settlement conference to negotiate the sanctions or can ask for a hearing. To see details of past and current disciplinary orders, visit our [website](#).

Use of the words “architect,” “architecture” and “architectural” is a common basis for unlicensed practice complaints. The board regularly reviews unlicensed practice cases where the respondent advertised as an architect. In each of these cases, the board clarifies the protected status of this language according to RCW 18.08.310 and asks for compliance.

- If the respondent complies with the law, if no evidence supports the allegation, or if the respondent was appropriately using licensed architects to provide the architectural services, the board closes the case with no further action.
- If the respondent fails to comply with the law, the case manager recommends charges, with a corresponding sanction.

At the July 25, 2014 meeting, the board closed three cases:

Case	Allegation	Board Action
2013-02-0400-00ARC David Hansen	Unlicensed practice	The complaint alleged the respondent allowed himself to be referred to as an architect or a person offering architectural services on social media. An investigation revealed the respondent was not offering architectural services and any offending language was removed from social media. The board closed the case due to a lack of evidence.

2014-03-0406-00ARC	Unprofessional conduct	A complaint was opened against the respondent for failure to provide proof of completed professional development hours to the Department of Licensing upon request. The respondent confirmed they did not complete the required hours and paid a fine of \$500. The respondent was notified that their license would be placed on inactive status and told of the necessary procedures to reactivate their license.
2014-03-0407-00ARC Sherdesign, Jeff Sherman	Unlicensed practice	The complaint alleged the respondent referred to himself as an architect and/or a person offering architectural services on social media. Upon being contacted by an investigator, the respondent removed all offending language from social media. The board closed the case without further action because the respondent complied.

## Licensee news

Congratulations! The Washington State Board for Architects and staff welcomed 57 new licensees to the profession between May 1, 2014 and July 31, 2014.

First License (15)	Reciprocal License (42)	
Skye E. Bredberg	Luis Alberto Angulo	Michael Shane Labeth
Andrew J. Diehl	David Neal Bearss	David Cordell Lake
Matthew C. Erwin	Matthew Brian Bennett	Shyh-Wei D. Lee
Elizabeth Anne Gustavson	Neil Bhatt	Tracy N. Lindquist
Ana Laura Mendez	Keith Allen Brown	Kyle Anthony Lombardo
Emma Cleveland Nowinski	Rebecca K. Calbert	John Bennett Marshall
John Noble Pasco	Tony Lenard Callaway	Douglas James Minarik
Heather Anne Skeeahan	Mark Allan Carnicelli	Gary W. Musciano
Alyson Rae Smith	Jennifer Michelle Carruthers	Gerald P. Noe
Kevin Eric Sokoloski	Marcus Allen Cross	Vicki Jeanne Pollard
Mark Samuel Sopp	J. Peter Devereaux	Albert Douglas Roberts
Cristine Pearle Traber	Randall Bruce Devoto	Jennifer Lynn Sobieraj
Sandra Michelle Wolf	John M. Dungan	Donald Jerme Soweija
John L. Wolters	Bernd K. Eisenschmidt	James Anthony Styrsky
Karen Elizabeth Wood	John C.H. Fleming	Robert Joseph Svedberg
	Lisa M. Fyan	Laurence Tighe
	Mitchel Ray Garrett	Steven James Turley
	Brett Lee Hanson	Craig R. Webb
	Charles Evan Jackson	Nathanael Joseph Werner
	Damien Gerard Jackson	Jeffrey W. Winter
	Eric R. Kough	Raymond Robert Yancey

## Professional Development Requirements

<b>How many hours of professional development activities do I need?</b>	You need to accumulate 24 professional development hours (PDH) over your 2-year renewal period. At least 16 PDH must address public health, safety, and welfare.
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<b>Where can I find a list of activities or classes?</b>	Contact your professional associations (e.g. <a href="#">American Institute of Architects Washington Council</a> , <a href="#">American Institute for Architects</a> ) and related professions (e.g. <a href="#">National Society of Professional Engineers</a> ). Look at the list of qualifying activities on our <a href="#">webpage</a> . It's possible that many of your existing activities qualify and you just need to record them.
<b>How do I record my hours?</b>	Keep track of the classes you attend or the activities you participate in – you can use your own method, the <a href="#">worksheet</a> provided by the board or the <a href="#">American Institute of Architect Continuing Education System</a> . Keep receipts or certificates of completion. If you don't have these records, keep the agendas, handouts, copies of book covers, etc. to show you were involved in the activity. You should keep these records for 5 years.
<b>What if I get audited?</b>	You'll be asked to submit your records and supporting materials. If the board determines you are missing hours or some of your activities don't qualify, we may require you to make up the shortage.
<b>When do I start recording my hours?</b>	Start recording your PDH now. The audits started July 2013.
<b>What if I have more questions?</b>	1) Visit the board's <a href="#">website</a> : we have examples of qualifying activities, sample record keeping forms, and more. 2) Review the new <a href="#">rules</a> , especially sections 308-12-250 through 308-12-290.

Keep your license active – remember these tips:

1. Renewal fees are due every other birthday and are your responsibility.
2. Renewal notices are a courtesy—you are accountable for renewing even if you don't receive a notice.
3. You should notify our office when you change your address: [architects@dol.wa.gov](mailto:architects@dol.wa.gov) or 360-664-1388.
4. Keep your professional development records current. Information and forms to assist you are available on our [website](#).

**Do your fellow architects get these announcements?**

They should. Please tell them to sign up to the Architects' ListServ electronic mailing list. They can join the Listserv by visiting our [website](#) and following these steps:

- Click "What's New", and select "Join Mailing list"
- Select the ListServ® link
- Select the "Join or leave the list (or change settings)" link
- Enter your email address and name, then select the join list button
- You will be sent a confirmation email, and then you will be added to the list

Skip a trip – go online: [www.dol.wa.gov](http://www.dol.wa.gov)

*We are committed to providing equal access to our services.  
If you need accommodation, please call 360-664-6597 or TTY 360-664-0116.*

Washington Board for Architects		Department of Licensing
<b>Mailing address:</b> PO Box 9045 • Olympia, WA 98507-9045	<b>Street address:</b> 405 Black Lake Blvd. • Olympia, WA 98502	<b>E-Mail:</b> <a href="mailto:architects@dol.wa.gov">architects@dol.wa.gov</a>
<b>Phone:</b> (360) 664-1388	<b>Fax:</b> (360) 570-7098	<b>Web site:</b> <a href="http://www.dol.wa.gov/business/architects">www.dol.wa.gov/business/architects</a>